

CERTIFIED TEXAS CONTRACT MANAGER (CTCM)
EXAMINATION STUDY GUIDE
Taken from ESI Contract Management classes

Contract Management Principles and Practices

- Definition of a contract
- When are people assigned to manage contracts?
- Contract privity
- Contract authority
- Essential elements of a contract
- Breach of contract
- Basic concepts in contract law
- Contractual Interpretation
- Contract Types and Risk
- Variances
- Claims and Disputes
- Contract Termination

Negotiation Strategies and Techniques

- Primary and Secondary Issues
- Negotiation Positions
- Conflict Range
- Area Potential Agreement
- Techniques vs. Strategy
- Negotiation Techniques
- Power Mechanics
- Stages of Negotiations
- Behavioral Congruence

Project Management for Contracting Professionals

- Triple Constraint
- Formulating Good Objectives
- Scope Planning
- Work Breakdown Structure
- Speeding Up Schedules
- Cumulative Cost Curve
- Risk Management Planning
- Risk Response Strategies
- Earned Value
- Team Maturation

Source Selection: The Best Value Process

- Degrees of Risk
- Requirement to Publicize
- Regulatory Requirements on Evaluation Factors
- Developing Evaluation Standards
- Factors and Sub-factors
- Clarifications
- Selection Decision
- Debriefings

Review of this guide and listed topics does not guarantee a passing grade on the examination.